

#### **24 Steps to Erecting a Memorial on National Park Service Property in Washington, D.C.**

*Individual characteristics of proposals may require additional related actions, the combination of two or more actions, or a change in the order as is outlined in this guide. While the Commemorative Works Act provides for memorials to be erected on lands under the jurisdiction of the Administrator of General Services, this reflects the process for erection of commemorative works on lands under the jurisdiction of the National Park Service.*

1. Memorial sponsor seeks National Capital Memorial Advisory Commission (NCMAC) assistance to review the requirements and process established by the Commemorative Works Act (CWA) and its applicability to the proposed memorial (Glenn DeMarr (202) 619-7027; Nancy Young (202) 619-7097).
2. Memorial sponsor seeks a Senator or Representative who is willing to draft and introduce a bill to authorize establishment of the memorial.
3. Staff of NCMAC, Member of Congress who will introduce it and authorizing committees draft a bill that conforms to the provisions of the CWA.
4. Congressman and/or Senator introduce bill authorizing the memorial and designating the sponsor as the entity responsible for its erection at no cost to the Federal Government.
5. NCMAC considers proposed authorizing legislation to establish its views pursuant to CWA.
6. Chairmen of Senate and House authorizing Subcommittees on National Parks solicit views of NCMAC, may hold hearings on proposed authorizing legislation, and take action on a bill before sending it to the full House and Senate for a vote on the bill.
7. Congress passes bill, President signs bill into law, providing memorial sponsor 7 years in which to begin construction of memorial in Area II.
8. Memorial sponsor organizes the structure of the entity that will establish the memorial and begins planning.
9. The memorial sponsor may submit to the Secretary of the Interior a request to be authorized to consider sites in Area I. The Secretary seeks the advice of NCMAC to determine whether the memorial warrants placement in Area I. Based on the advice of NCMAC, the Secretary notifies Congress of a determination that the subject is of preeminent and lasting historical significance (CWA Sec. 6(a)) so that Congress can consider passage of legislation authorizing an Area I location for enactment by the President.
10. Memorial sponsor works with NPS staff to identify potential Area II sites (may include Area I if authorized) and prepare alternative site study and accompanying preliminary environmental analysis.
11. Memorial sponsor, for sites within Area II, or Area I if authorized, submits alternative site study and accompanying preliminary environmental analysis to NPS for approval of its preferred site and consultation with NCMAC.
12. NPS submits recommended site and environmental document to the National Capital Planning Commission (NCPC) and the Commission of Fine Arts (CFA) for approval. NPS initiates Section 106 consultation on its recommendation of site with the State Historic Preservation Officer (SHPO).
13. After site approval by the NCPC and CFA and in consultation with the SHPO, the design process begins in accordance with any approved design guidelines. NPS and sponsor will seek NCMAC consultation during design approvals process.
14. Memorial sponsor selects a designer or initiates a design competition.
15. Memorial sponsor selects preferred design concept and meets with NPS to discuss issues that design may present. After possible refinements, sponsor submits the design concept and draft environmental document to the NPS. As concept refinements are made, design consultations continue with NCMAC as deemed necessary.
16. NPS reviews design concept and, upon concurrence, submits it to NCPC and CFA with appropriate environmental document for approval.
17. Memorial sponsor, in close coordination with NPS refines the design concept on the basis of NCPC, CFA and SHPO comments and submits preliminary design to NPS who, upon approval, submits design to NCPC and CFA for approval.
18. In close coordination with NPS, sponsor refines preliminary design on the basis of comments, and submits final design to NPS who, upon approval, submits design to NCPC and CFA for approval.
19. Memorial design team completes final drawings and specifications in close coordination with NPS.
20. Memorial sponsor completes fund-raising.
21. Memorial sponsor submits final drawings and specifications, cost estimate and evidence of funds on hand plus 10 percent cash payment of design and construction costs for maintenance to NPS.
22. NPS issues a construction permit on behalf of the Secretary of the Interior which constitutes final approval by the Secretary and the start of construction.
23. Memorial sponsor begins construction and preparation of operation, maintenance and preservation plans for the memorial.
24. Memorial is dedicated and conveyed to NPS for management with accompanying as-built, operation, maintenance and preservation plans.

*Source: National Capital Memorial Advisory Commission (2012)*